4

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

DDS/OTR/OS-8

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
Evaluation of OTR Training			STATISTICAL
		X	NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		X	TRAINING	ADMIN. GENERAL
	LOGISTICS			SECURITY	OTHER (specify)
	MEDICAL			FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
5	Annually	1 (DTR) 25X1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
Memo		YES	IF YES GIVE ADP PROCESSING NO.	HR-_____ Memo
	X	NO		68-4368, 17 Oct 68, from Ex. Dir-Co|r

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
C/OS/TR	2 (DC/OS/ST and DC/OS/ALT) memos, same subject

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15	12.80		4		51.20		1		51.20
GS-16	14.50		2		29.00		1		29.00
GS- 7	4.50		2		9.00		1		9.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	89.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by Agency regulations.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
X RETAIN AS IS OTHER (explain)		MAN-HOURS	DOLLARS
CHANGE			STAT
DISCONTINUE		0	0

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
5 October 1970	Chief, Operations School/TR	

25X1

FORM

Classification